

## CONTINUOUS PROCESS IMPROVEMENT (DSCP-DL) GENERAL ORDER NO. 2-10

### MISSION:

Acts as principal advisor and assistant to the Commander for Continuous Process Improvement/Lean and Six Sigma A-76 Competitions and BRAC related activities within the Enterprise. Develops, investigates and assists on Center-wide and Enterprise Continuous Process Improvement and Lean and Six Sigma projects that are undertaken to improve efficiencies, reduce cycle times, and realize cost savings/reductions. Through the use of Continuous Process Improvement and Lean and Six Sigma tools and methodologies, develops the Performance Work Statement (PWS), and facilitates development of the Most Efficient Organization (MEO) for A-76 Competitions. Coordinates BRAC planning and implementation internally, as well as across the Enterprise and Military Services. Coordinates the development and execution of BRAC Projects and A-76 activities including POAMS, reports, communication plans, and applicable training for the supply chains and staff support offices. Reviews A-76 plans and through the use of CPI and Lean and Six Sigma methodologies, determines overall effectiveness in meeting DSCP, DLA, and DoD strategic goals and objectives. Exercises responsibility for daily operations of the Continuous Process Improvement Office and ensures program implementation conforms to the requirements of the A-76 process and as prescribed in OMB Circular A-76 and DoD policy while meeting the operational and strategic needs of DSCP and the Enterprise.

### FUNCTIONS:

1. Develops the strategy, concept of operations, and policy for the DSCP wide deployment of, and oversees implementation of all Continuous Process Improvement (CPI) initiatives.
2. Acts as the principal staff advisor to DSCP Commander and DSCP Senior Leaders on all issues related to CPI.
3. Develops and promulgates strategy, concept of operations, plan of actions and milestones, and policy guidance for DSCP's CPI deployment and implementation.
4. Guides DSCP CPI activities through establishment of clear, obtainable goals and objectives continuous process improvement.
5. Arranges, coordinates, and oversees CPI training and certification across DSCP (e.g., Champion/Sponsor, Green Belt, Black Belt, and Master Black Belt).
6. Develops criteria for DSCP CPI project selection and criteria for measuring project success for approval by the DSCP CPI Executive Steering Committee.
7. Identifies, prioritizes, and recommends potential projects for the CPI Executive Committee and/or PG approval.
8. Maintains oversight of all DSCP CPI projects, and provides progress updates to the DLA CPI Board.

9. Provides DSCP representation to DLA CPI Board, Joint Service, and DOD/DLA/Industry CPI, working groups, and integrated process teams.
10. Through voting membership on the DLA CPI Board, the DSCP CPI Office will serve to horizontally and vertically synchronize enterprise CPI initiatives and will advise, assist and support the DLA Alignment Group and the extended DLA senior leadership team in the execution of their CPI roles and responsibilities.
11. The DSCP CPI Office will act as the primary liaison between DSCP and the DLA enterprise level CPI initiatives and be empowered to make decisions/recommendations in furtherance of these activities.
12. Oversees the A-76 and BRAC Programs for DSCP and acts as an advisor in planning, coordinating, and implementing them across the Enterprise and military services.
13. Applies a mastery of OMB Circular A-76, Performance of Commercial Activities, providing the ability to apply experimental theories and new developments to problems not susceptible to treatment by existing guidance to ensure efficient A-76 studies are performed. In the course of these (A-76) studies, the tools and methodologies of CPI and LSS will be used to provide the most efficient and rigorous methods to conduct the studies.
14. Develops measures and analyzes progress in achieving competitive sourcing goals and objectives, and develops strategies to resolve impediments.
15. Provides liaison with the DLA Commercial Activities Program Office and participates on DLA A-76 WIPT and Transition Team meetings.
16. Prepares briefing materials and maintains up-to-date technical familiarity with complex subject Matter on A-76, BRAC, Continuous Process Improvement and Lean Six Sigma initiatives.
17. Communications orally and written with high ranking military and civilian managers, supervisors, at DSCP, and other major organizational levels of DLA, within HQ DLA, and with comparable personnel in other federal activities and local community, such as the military departments.
18. Provides major recommendations which have a direct and substantial impact on the organization, supply support policies, with potential political, social, technological, and economic ramifications. Program results could influence restructuring, reorienting, recasting immediate and long range goals, objectives, plans, and schedules. Provides input to the financial budget process and through the use of CPI and LSS methodologies/tools achieves the objective of reducing operating costs and improving the effectiveness of logistics support. Determines the appropriate organizational resources to devote to particular projects; and policy formulation and long range planning in connection with prospective changes in functions and programs.

## CONTINUOUS PROCESS IMPROVEMENT PROJECT ADMINISTRATION / A-76 MEO (DSCP-DLP)

### MISSION:

Acts as the liaison for the Continuous Process Improvement/Lean Six Sigma program for the supply chains and staff offices at DSCP. As principal contact point for Continuous Process Improvement/Lean Six Sigma program, conducts and facilitates Lean events throughout the Command that support DSCP/DLA Strategic Objectives, A-76 competitions, or BRAC studies to investigate areas of potential saving, or improvement in functional operation. May be called upon to facilitate, act in an advisory capacity, or work on Enterprise Continuous Process Improvement/Lean Events at the request of the HQ DLA Lean Program Office.

### FUNCTIONS:

1. Conducts/facilitates Continuous Process Improvement studies/projects using Lean Six Sigma tools/methodologies to streamline operations, processes, or sub-processes, improve quality, reduce costs, improve cycle times/operational response to customers/contractors within functional operations.
2. Trains DSCP personnel in the use of Continuous Process Improvement/Lean Six Sigma methodologies.
3. Utilizing Continuous Process Improvement/Lean Six Sigma tools/methodologies, conducts BRAC studies, and designs A-76 MEO structure(s).
4. Provides guidance in the development of the Most Efficient Organization (MEO), and the Technical Performance Plans (TPP).
5. Evaluates contractor and government proposals and transition plans for the government's MEO.
6. Within the scope of the MEO, determine the net savings for on-going, and post-competition service providers.
7. Through the use of Continuous Process Improvement/ Lean Six Sigma methodologies, improves work methods and procedures to produce work products for both normal operations as well as A-76 MEO structures.
8. Ensures standardization across the organization on the commerciality of positions and processes in developing the MEO organizational structures.

## CONTINUOUS PROCESS IMPROVEMENT TRACKING / A-76 PWS (DSCP-DLT)

### MISSION:

Acts as the primary liaison to track DSCP accomplishment of Continuous Process Improvement/Lean Six Sigma training, projects, goals, savings, increased quality benefits and reduced cycle time across the Command. In conjunction with Continuous Process Improvement/Lean Six Sigma methodologies/tools, is responsible for preparing Performance Work Statements used to initiate A-76 competitions and BRAC studies.

### FUNCTIONS:

1. Maintains the database of and schedules all Continuous Process Improvement/Lean Six Sigma training taken by DSCP personnel, and is responsible for reporting data to HQ DLA and DoD.
2. Maintains a database of Lean Six Sigma certification records for all DSCP personnel.
3. Maintains a database of all Continuous Process Improvement/Lean Six Sigma projects initiated within DSCP, delineating the method of investigation, i.e., DMAIC, RIE, 5S, etc., results, the benefits accrued, and participating personnel.
4. Responsible for Continuous Process Improvement/Lean Six Sigma project reporting to HQ DLA using DLA/DoD approved project management software.
5. Ensures efficient A-76 Studies are performed.
6. Provides guidance in the development of the Annual Inherently Government Inventory, Performance Work Statements (PWS), and Quality Assurance Surveillance Plans (QASP). Evaluates contractors' proposals to perform government functions as a commercial entity.
7. Provides input into the Program Budget Review to: update Lean Six Sigma project cost savings, update DSCP's A-76 Competition Plan, and program funds for DSCP supply chains and support offices to conduct competitions.
8. Utilizing Lean Six Sigma tools, oversees the development of technical data calls, estimates, statistics, and suggestions in determining appropriate goals and objectives to emphasize in the Performance Work Statement.
9. Develops measures and analyzes progress in achieving competitive sourcing goals and objectives, and develops strategies to resolve impediments.
10. Provides input into the development and update of the DLA Commercial Activities Guidebook and DLA's Competitive Sourcing web site.
11. Prepares and coordinates the annual Federal Activities Inventory Reform Act (FAIR) inventory for DSCP.
12. Provides support to the A-76 Source Selection Authorities (SSA) and the Source Selection Advisory Councils (SSAC) on A-76 source selection activities.

13. Provides liaison with the DLA Commercial Activities Program Office and participates on DLA A-76 WIPT and Transition Team meetings.